



MONTGOMERY COUNTY DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Division of Housing and Code Enforcement * Licensing and Registration
100 Maryland Avenue, Suite 260, Rockville, Maryland 20850
240-777-3666 • Fax 240-777-3699 • TTD 240-777-3639
www.montgomerycountymd.gov/dhca

**COMMON OWNERSHIP COMMUNITY
REGISTRATION APPLICATION**

- ▶▶ Please print clearly answering all questions.
- ▶▶ Governing documents and complete list of street addresses must accompany application.
- ▶▶ Payment by check or money order, payable to: Montgomery County, MD.
- ▶▶ Mail to:
Licensing and Registration
100 Maryland Avenue, Room 260
Rockville, Maryland 20850

Registration No.: _____

Recorded: _____

Deposit _____

COMMUNITY INFORMATION:

Name of Community Being Registered

MARYLAND

City State Zip Code

On-Site Phone Number (if applicable)

Date Built: _____ **Construction Began** _____ **Construction Completed** _____

Is the Community Part of an Umbrella (Master) Organization?

☐ Yes ☐ No

UMBRELLA (Master) INFORMATION (if applicable)

Name of Umbrella (Master) Group

MARYLAND

City State Zip Code

Phone Number Fax Number

Email Address

CONTACT INFORMATION:

Provide contact information in the appropriate section.

Changes in contact information MUST be reported to the Department within 10 days of the change.

Governing Body:	
Board President's Name	Board Treasurer's Name
Home Street Address	Home Street Address
City State Zip	City State Zip
Daytime Phone Cellular Phone	Daytime Phone Cellular Phone
Email Address	Email Address

Who should we contact for all business purposes, such as annual registration renewal?

☐ Board President as listed ☐ Administrative Agent as listed below

Administrative Agent:	
Agent's Name	Agent's Street Address
Agent's Company Name (if applicable)	City State Zip
Daytime Phone Cellular Phone	Fax # Email Address

Who is responsible for the day-to-day management of the community?

☐ Board President as listed ☐ Administrative Agent as listed above ☐ Other as listed below

Management Agent:	
Management Representative's Name	Management's Street Address
Management Company Name (if applicable)	City State Zip
Daytime Phone Cellular Phone	Fax # Email Address

STRUCTURE TYPE INFORMATION (complete all applicable sections)

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of SINGLE FAMILY Units:	Single Family addresses listed below (attach additional pages as needed)
Total # of SEMI-DETACHED Units (duplex units that are side-by-side or back-to-back):	Semi-Detached addresses listed below (attach additional pages as needed)
Total # of TOWNHOUSE Units:	Townhouse addresses listed below (attach additional pages as needed)
Total # of BACK-TO-BACK Units:	Back-To-Back addresses listed below (attach additional pages as needed)
Total # of QUADRAPLEX Units:	Quadrplex addresses listed below (attach additional pages as needed)

STRUCTURE TYPE INFORMATION (continued)

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of STACKED PIGGYBACK Units:	Stacked Piggyback addresses listed below (attach additional pages as needed)
Total # of GARDEN APARTMENTS (1-4 stories):	Garden Apartments addresses listed below (attach additional pages as needed)
Total # of HIGH-RISE APARTMENTS (5+ stories):	High-Rise Apartment addresses listed below (attach additional pages as needed)

BOARD PRESIDENT’S SIGNATURE (Agent’s signature not acceptable)

☐ I have attached a complete and current copy of the community’s recorded governing documents.

I affirm under penalty of perjury that the information provided is true to the best of my knowledge and belief. I also understand that if there are any changes in information, the community must notify the Department within 10 days of the change.

Board President’s Signature

Date

Print or Type Name of Person Signing

IMPORTANT NOTICE

All condominium, cooperative and homeowner associations within Montgomery County Government jurisdiction are required by Chapter 10B to register with the Commission on Common Ownership Communities through the Department of Housing and Community Affairs. Registration requirements as outlined in Chapter 10B of the Montgomery County Code do not apply to properties within the incorporated Municipalities of Chevy Chase Village, Town of Chevy Chase, City of Gaithersburg, Town of Garrett Park, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset and Town of Washington Grove. You may wish to contact the local municipalities for further information on requirements.